Creating a VIM Account
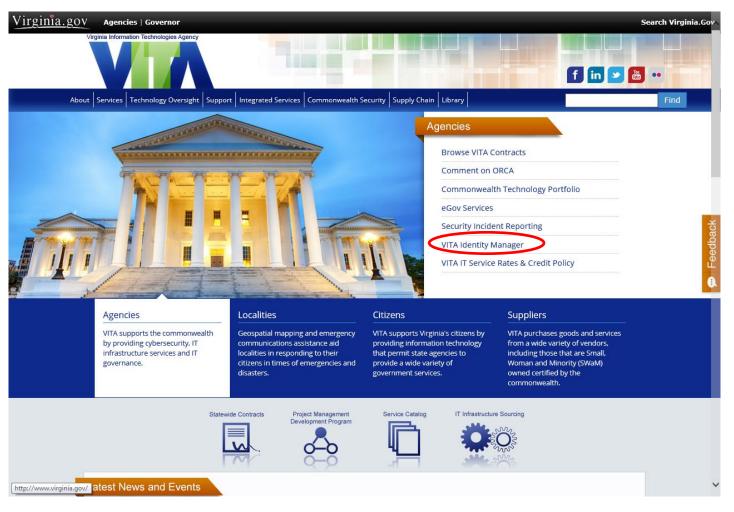
Instructions for Setting Up AUTH (VIM- VITA Identity Manager) Account
for PMIS/BES users who are not in the COV network

dhrm **Department of Human Resource Management**
The 1st Source For HR Information

Creating a VIM Account for PMIS/BES users not in the COV network
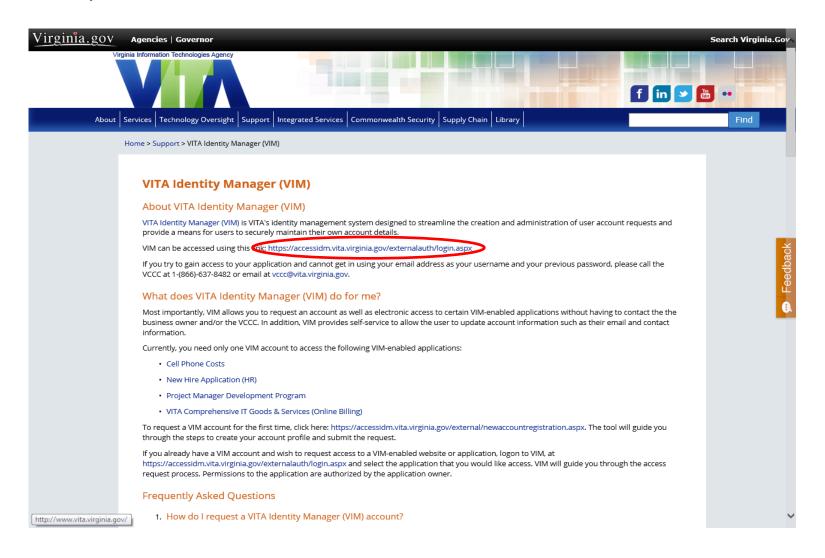
If you are in an agency that uses PMIS/BES and your agency is not in the COV network, you will need to create an AUTH/VIM Account before you will be able to access PMIS/BES in the new web application. Navigate to the VITA home page at http://www.vita.virginia.gov/ and select VITA Identity Manager from the list.

Creating a VIM Account for PMIS/BES users not in the COV network

To request a new VIM Account, select the VIM link as circled below:

Type your email account in the Email Address box and select **Need an Account?** Link.

You will advance to another screen where you will be asked to type your email twice and then click the Request button.

You will get the following confirmation message:
Your account request has been submitted successfully. You will receive an e-mail with instructions on how to activate your account.
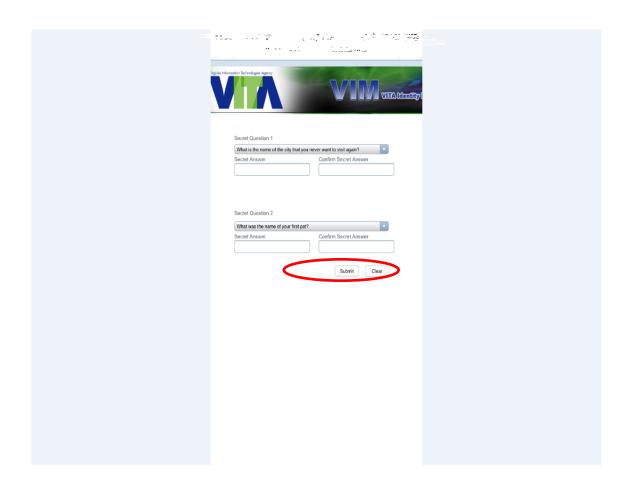
You will receive an e-mail that tells you your account is now **pending completion.** You will be asked to click here to update your account information.

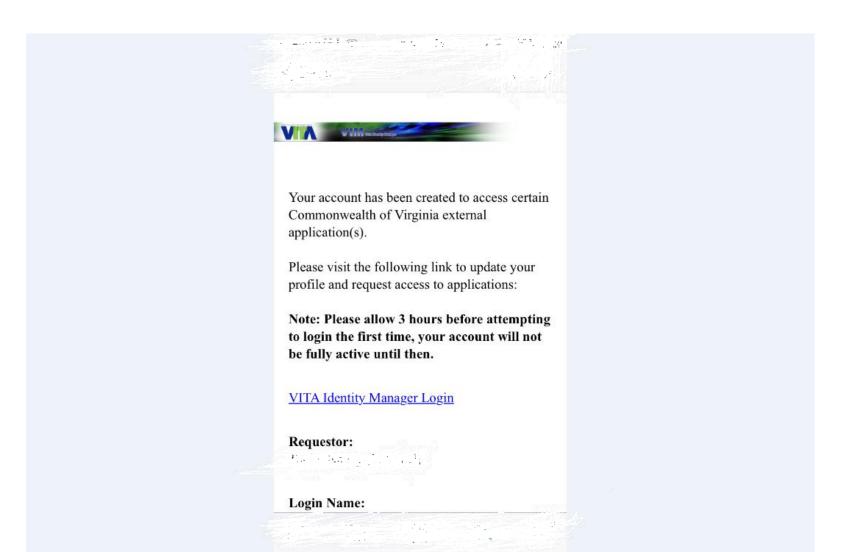# Creating a VIM Account for PMIS/BES users not in the COV network

You will need to complete the following required fields in the form: First Name, Last Name, Password, Verify Password and phone number and then click the submit button. **Password must contain at least 8 characters. It must also contain an uppercase letter, lowercase letter, and a number. Phone number must be in the format (xxx) xxx-xxxx**

You will be asked a couple of Challenge questions. Please answer them and confirm your secret answer a second time and click submit.

You will get another email telling you that your account has been created to access certain Commonwealth of Virginia external application(s). Please allow 3 hours before attempting to login the first time, your account will not be fully active until then.

Your account has been created to access certain Commonwealth of Virginia external application(s).

Please visit the following link to update your profile and request access to applications:

Note: Please allow 3 hours before attempting to login the first time, your account will not be fully active until then.

VITA Identity Manager Login

Requestor:

Login Name:

Creating a VIM Account for PMIS/BES users not in the COV network

Once you have a VIM account you can use the password reset tool in order to reset your VIM password if you forget it.

Subject: Self-service password reset registration reminder

Good morning,

This is a reminder to register for the Password Management Portal. This password reset tool has been implemented for users in order to reset passwords via self-service methods. Passwords can be reset by calling the VITA Customer Care Center (VCCC) whether a user is registered or not.

To register, please use the following link:
- VITA Identity Management (VIM) Portal – https://accessidm.vita.virginia.gov/externalauth/login.aspx

- Click on "My Security Questions"

Once registered, you can reset your password by following the steps below:

- Go to VIM Portal – https://accessidm.vita.virginia.gov/externalauth/login.aspx

- Click on "Change My Password".

Once registed, if you have forgotten your password you can reset by following the steps below:

- Go to VIM Portal – https://accessidm.vita.virginia.gov/externalauth/login.aspx

- Click on "Forgot Password?".

If you have any questions please contact the VCCC at 866.637.8482